

MINUTES

MEETING OF: LIBRARY BOARD OF TRUSTEES
DATE OF MEETING: Wednesday, Sept. 30, 2015
PLACE OF MEETING: Dove Library Boardroom
1775 Dove Lane, Carlsbad CA 92011

Approved:

10/21/15 AD

CALL TO ORDER:

Chair Hulsart called the meeting to order at 4:00 p.m.

ROLL CALL:

Present: Trustees Bradley, Hinman, and Hulsart
Trustee Parsons arrived at 4:09 p.m.

Absent: Trustee Benson

Staff Present: Heather Pizzuto, Library & Cultural Arts Director
Diane Bednarski, Deputy Library Director
Steve Didier, Senior Management Analyst
Glynn Birdwell, Principal Librarian
Debbie Jo McCool, Associate Analyst
Nancy Blake, Temporary Office Assistant

APPROVAL OF MINUTES:

ACTION: The Board, by proper motion (Bradley/Hinman) approved the minutes of the Aug. 19, 2015 meeting.

LIBRARY REPORTS:

The Board received the August 2015 Monthly Library Reports with Trustee Hinman inquiring about item #4 regarding increased attendance at the Dove Library and Library Learning Center during the month. On item #5, Trustee Hulsart requested and received additional details on the new RFID system from Deputy Library Director Bednarski. Trustee Bradley commented on item #7 and the success of the "Rangers Research" program.

SUMMER READING PROGRAM FINAL REPORT:

Senior Librarians Leila Dooley and Barbara Chung presented to the Board the final Summer Reading Program report and reviewed with the Trustees the document that was provided in the agenda packet providing highlights. Senior Librarian Dooley shared that this year the Summer Reading Program afforded the opportunity for the library to serve a diverse group of individuals, while offering returning teens the opportunity to volunteer for community service hours. During this seven week program the

library experiences the largest number of visits, items borrowed and program attendance. This year the library staff was able to implement a new online volunteer management program called Better Impact. This software provided staff and volunteers the ability to manage and schedule all 364 teen volunteers more efficiently. Senior Librarian Chung showcased the "Research Rangers" program by explaining that it is a three-part class designed specifically for third thru fifth graders. This program helps students learn how to research materials in the library in preparation for the upcoming school year.

CAPITAL IMPROVEMENT PROGRAM PROJECTS UPDATE:

Senior Management Analyst Steve Didier updated the Board on the Capital Improvement Projects which included sharing updated photos of the Cole Library move-out and the construction site. All furnishings and materials were removed from the Cole site with the majority moved to the Farmers building for storage. Contractors have completed the demolition phase which included removing the Cole Library atrium and excavating a hole in the ground in preparation for the elevator pit.

Prava Construction conducted another "Pull Planning" session with all project contractors in attendance. The goal was to coordinate project tasks planned for the next six weeks. Staff has already completed all purchase orders in procuring Cole's new furniture, and is turning to procurement for the Dove project.

The communication office continues to provide public outreach on the project. To date there have been minimal inquiries from the public through the project email and designated phone line.

DIRECTOR'S REPORT:

Library & Cultural Arts Director Heather Pizzuto brought the Board up-to-date on the following items:

- Deputy Library Director Diane Bednarski introduced Jennifer Johnson who had been selected as the circulation lead librarian for both the Cole and Dove Library locations.
- Staff is opening a senior librarian recruitment; the position will be responsible for the Carlsbad History and Genealogy Division.
- The Library Learning Center's new self-check kiosk is being tested. Staff is being trained on the new system and the kiosk is expected to be deployed for the public use next week. A New RFID features include the ability for staff to check out multiple items at once at the service desk, acceptance of cash or credit card transactions, and both English and Spanish language instruction.
- The city has indicated interest in being included in phase two of the Cenic high speed broadband project. Staff has conducted the required phone conferences and the next step is for Cenic to obtain quotes from service providers. Staff will then evaluate the proposed discount level and whether to move forward in receiving public internet service through the Cenic consortium. Service is expected to begin on July 1, 2016.

-
- Staff will be releasing a request for proposal for assistance in performing a staffing and succession planning process.
 - The Library & Cultural Arts department will hold an annual staff update day on Oct. 27. All library and cultural arts locations will be closed until 1:00 p.m. Communication about the closure to the public will be released soon.
 - Staff will be implementing new software called Collection HQ. This product allows staff the ability to analyze the use of the library collection and report specifically on collection and material usage. Currently, staff is in the orientation and training stage.
 - The libraries will participate in the annual Banned Books Week from Sept. 27 to Oct. 3.
 - The Community Services portion of the Fall Citizens Academy will be presented on Oct 15 at the Dove Library.

FOUNDATION REPORT:

Representative Hinman reported that the foundation members discussed insurance on the Steinway grand piano which is located in the Ruby G. Schulman Auditorium. She also stated that there are no longer any auditorium seat plaques available for purchase.

FRIENDS OF THE LIBRARY REPORT:

Representative Hulsart reported that the Friends of the Library Bookstore has all merchandise on sale.

NSDC GENEALOGICAL SOCIETY REPORT:

Board Liaison Cindy Goodger shared recent and upcoming activities of the NSDC Genealogical Society.

LIBRARY BOARD COMMENTS/ANNOUNCEMENTS:

Chair Hulsart recognized the three seniors from Rancho Buena Vista High School who were observing the meeting.

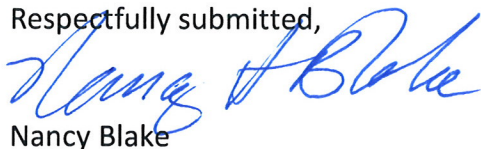
PUBLIC COMMENTS:

None

ADJOURNMENT:

By proper motion (Parsons/Hinman) and vote the meeting was adjourned at 5:01 p.m.

Respectfully submitted,



Nancy Blake

Temporary Office Assistant